



DOUGLAS A. DUCEY
- GOVERNOR -

VICTORIA WHITMORE
- EXECUTIVE DIRECTOR -

ARIZONA STATE VETERINARY MEDICAL EXAMINING BOARD
9535 E. DOUBLETREE RANCH RD., STE. 100 ♡ SCOTTSDALE, ARIZONA 85258
PHONE: (602) 364-1-PET ♡ FAX: (602) 364-1039
VETBOARD.AZ.GOV

MINUTES

September 20, 2017
Board Room, at 8:30 a.m.
9535 E. Doubletree Ranch Rd., Board room
Scottsdale, Arizona 85258

Members Present: Dr. Les Hatfield, Ms. Nikki Frost, CVT, Ms. Jessica Creager, Dr. Christina Bertch-Mumaw, Mr. Jim Loughead, Dr. Darren Wright, Ms. Julie Young (left at 2:28pm) and Dr. J. Greg Byrne.

Members Absent: Dr. Sarah Heinrich.

Staff and Legal Counsel Present: Ms. Victoria Whitmore, Executive Director; Ms. Sunita Krishna, Assistant Attorney General (A.A.G.); and Ms. Tracy Riendeau, CVT, Senior Medical Investigator.

I. CALL TO ORDER

Roll call: Dr. Bertch-Mumaw at 8:30 a.m.

II. INITIAL INVESTIGATIVE REVIEW

1. 17-93, Re: Brittany Lucchetti, DVM

After discussion and consideration, a motion was made by Dr. Bertch-Mumaw and seconded by Ms. Creager to accept the Investigative Committee's recommendation and **dismiss** this issue with no violation. Motion passed unanimously.

2. 17-95, Re: Sandra Chmiel, DVM

Attorney, David Stoll was present to monitor. After discussion and consideration, a motion was made by Ms. Frost and seconded by Dr. Bertch-Mumaw to accept the Investigative Committee's recommendation and **dismiss** this issue with no violation. Motion passed unanimously.

3. 17-98, Re: Sarah Taubenberger, DVM

Dr. Wright was recused. Attorney, David Stoll was present to monitor. After discussion and consideration, a motion was made by Dr. Hatfield and seconded by Dr. Bertch-Mumaw to accept the Investigative Committee's recommendation and **dismiss** this issue with no violation. Motion passed 7 ayes, 1 recusal.

4. 17-99, Re: Melissa Marquez, DVM

Dr. Wright was recused. Attorney, David Stoll was present to monitor. After discussion and consideration, a motion was made by Dr. Hatfield and seconded by Dr. Bertch-Mumaw to schedule this matter for an **Informal Interview**. Motion passed 7 ayes, 1 recusal.

5. 17-100, Re: Megan Schaible, DVM

Dr. Wright was recused. Attorney, David Stoll was present to monitor. After discussion and consideration, a motion was made by Dr. Hatfield and seconded by Dr. Bertch-Mumaw to schedule this matter for an **Informal Interview**. Motion passed 7 ayes, 1 recusal.

6. 17-101, Re: Refaat Ishak, DVM

Attorney, David Stoll was present to monitor. After discussion and consideration, a motion was made by Ms. Creager and seconded by Dr. Bertch-Mumaw to accept the Investigative Committee's recommendation and **dismiss** this issue with no violation. Motion passed unanimously.

7. 17-102, Re: Erin Wessel, DVM

Attorney, David Stoll was present to monitor. After discussion and consideration, a motion was made by Dr. Wright and seconded by Dr. Bertch-Mumaw to accept the Investigative Committee's recommendation and **dismiss** this issue with no violation. Motion passed unanimously.

8. 17-103, Re: Christine Grant, DVM

Attorney, David Stoll was present to monitor. After discussion and consideration, a motion was made by Dr. Wright and seconded by Dr. Bertch-Mumaw to accept the Investigative Committee's recommendation and **dismiss** this issue with no violation. Motion passed unanimously.

9. 17-104, Re: Jill Besemer, DVM

Attorney, David Stoll was present to monitor. After discussion and consideration, a motion was made by Dr. Wright and seconded by Dr. Bertch-Mumaw to accept the Investigative Committee's recommendation and **dismiss** this issue with no violation. Motion passed unanimously.

10. 17-105, Re: Karen Beckwith, DVM

Attorney, David Stoll was present to monitor. After discussion and consideration, a motion was made by Dr. Wright and seconded by Dr. Bertch-Mumaw to accept the Investigative Committee's recommendation and **dismiss** this issue with no violation. Motion passed unanimously.

11. 17-106, Re: Sarah Heinrich, DVM

After discussion and consideration, a motion was made by Ms. Young and seconded by Dr. Hatfield to accept the Investigative Committee's recommendation and **dismiss** this issue with no violation. Motion passed unanimously.

12. 17-109, Re: Katheryne Kasper, DVM

Dr. Kasper was present with attorney, David Stoll, and made statements. After discussion and consideration, a motion was made by Dr. Bertch-Mumaw and seconded by Dr. Wright

to disagree with the Investigative Committee's recommendation and dismiss this issue with no violation but issue a **Letter of Concern** with respect to failing to communicate with the pet owner. Motion passed 6 ayes, 2 nays (Dr. Hatfield and Mr. Loughead).

III. INFORMAL INTERVIEWS AND BOARD DELIBERATION

1. 17-72: In Re: Lindsay McCrady, DVM

Dr. McCrady was present with attorney, David Stoll, and made statements and answered questions. Ms. Ginger Molohon was present telephonically, made statements and answered questions. Dr. Sarah Carotenuto was present telephonically, made statements and answered questions. After discussion and consideration, a motion was made by Dr. Wright and seconded by Ms. Frost to find Dr. McCrady in violation of ARS 32-2232 (12) as it relates to AAC R3-11-501 (1) failure to provide professionally acceptable procedures for the concurrent use of steroids and NSAIDs and failing to communicate the risks to the pet owner. Roll call: Dr. Hatfield, nay; Ms. Frost, nay; Ms. Creager, nay; Dr. Bertch-Mumaw, nay; Mr. Loughead, nay; Dr. Wright, aye; Ms. Young, aye; and Dr. Byrne, nay. **Motion failed.**

After further discussion and consideration, a motion was made by Dr. Hatfield and seconded by Dr. Bertch-Mumaw to dismiss this issue with no violation and issue a **Letter of Concern** with respect to failure to communicate with the pet owner the concurrent use of steroids and NSAIDs and the potential risks of complications.

Roll call: Dr. Hatfield, aye; Ms. Frost, nay; Ms. Creager, aye; Dr. Bertch-Mumaw, aye; Mr. Loughead, aye; Dr. Wright, nay; Ms. Young, aye; and Dr. Byrne, aye. Motion passed 6 ayes, 2 nays.

2. 17-86: In Re: Kathleen Rowe-Guthrie, DVM.

Dr. Rowe-Guthrie was present with attorney, David Stoll, and made statements and answered questions. Mr. and Mrs. Ed Jones were present, made statements and answered questions. After discussion and consideration a motion was made by Dr. Hatfield and seconded by Ms. Frost to dismiss this issue with no violation. Roll call: Dr. Hatfield, aye; Ms. Frost, aye; Ms. Creager, aye; Dr. Bertch-Mumaw, aye; Mr. Loughead, aye; Dr. Wright, aye; Ms. Young, aye; and Dr. Byrne, aye. Motion passed unanimously.

3. 17-68: In Re: Emily Clinton, DVM. Continuance of Informal Interview of August 16, 2017, for the purpose of receiving additional information and reviewing and possible action to approve proposed Findings of Fact, Conclusions of Law and adopting an Order.

After discussion and consideration, a motion was made by Dr. Hatfield and seconded by Dr. Bertch-Mumaw to adopt the Findings of Fact and Conclusions of Law as written. Motion passed unanimously.

After further discussion and consideration, a motion was made by Dr. Hatfield and seconded by Dr. Bertch-Mumaw to issue Dr. Clinton an Order to include a period of **Probation for 2 years** to obtain **10 hours of CE**, in addition to the statutory requirements to maintain licensure, in the area of soft tissue surgery and peri-operative care. The Order shall also include a **\$500 civil penalty** to be paid on or before the Probationary period. Roll call: Dr. Hatfield, aye; Ms. Frost, aye; Ms. Creager, aye; Dr. Bertch-Mumaw, aye; Mr. Loughead, aye; Dr. Wright, aye; Ms. Young, aye; and Dr. Byrne, aye. Motion passed unanimously.

IV. ADMINISTRATIVE REVIEW OF PREVIOUS ACTIONS

1. 14-27: In Re: Monica Bunge, DVM. Monthly Board appearance as required by Consent Agreement. Board may review, discuss, and take action to modify terms of Consent Agreement.

Dr. Bunge appeared telephonically in compliance with her Board Order.

- At 9:30am, a motion was made by Ms. Young and seconded by Dr. Bertch-Mumaw to go into executive session to review confidential medical information. Motion passed unanimously.
- At 9:34am, the Board entered back into open session.

Due to Dr. Bunge not currently working at this time the Board took no action.

2. 17-49: In Re: William Dean, DVM. Board may review, discuss, and take action on Continuing Education completed in compliance with Consent Agreement and may return license to Active status.

After discussion and consideration, a motion was made by Dr. Bertch-Mumaw and seconded by Ms. Creager to accept Dr. Dean's completed continuing education in compliance with his Consent Agreement and return his license to Active status. Motion passed unanimously.

3. 17-66: In Re: Edwin Kiesel, DVM. Board may review, discuss, and take action on Continuing Education plan submitted in compliance with Board Order.

After discussion and consideration, a motion was passed by Dr. Bertch-Mumaw and seconded by Dr. Hatfield to accept Dr. Kiesel's plan to complete the 10 hours of CE in medical record keeping in compliance with his Board Order. Motion passed unanimously.

Dr. Kiesel still needs to submit a plan to for the remaining continuing education in communication.

4. 17-55: In Re: Crystal Bley, DVM. Board may review, discuss, and take action on Continuing Education completed in compliance with Board Order and may return license to Active status.

After discussion and consideration, a motion was passed by Dr. Bertch-Mumaw and seconded by Ms. Creager to accept Dr. Bley's completed continuing education in compliance with her Board Order and return her license to Active status. Motion passed unanimously.

5. 17-53: In Re: Suzanne Johnsen, DVM. Board may review, discuss, and take action on Continuing Education plan submitted in compliance with Consent Agreement.

After discussion and consideration, a motion was made by Dr. Bertch-Mumaw and seconded by Ms. Creager to direct staff to request Dr. Johnsen submit additional information on the 4 hour CE course she plans on taking in compliance with her Consent Agreement. Motion passed unanimously.

6.17-21: In Re: Megan Munis, DVM. Board may review, discuss, and take action on completion of Continuing Education submitted in compliance with Board Order and may return license to Active status.

Ms. Frost was recused. After discussion and consideration, a motion was made by Dr. Bertch-Mumaw and seconded by Dr. Hatfield to accept Dr. Munis's completed continuing education in compliance with her Board Order and return her license to Active status. Motion passed unanimously.

V. REPORTS, CORRESPONDENCE, REFERRALS AND OTHER BUSINESS

1. Board may review, discuss, and take action on certified veterinary technician application from:

a. Albert Singleton

Mr. Singleton was present, made statements and answered questions. After discussion and consideration, a motion was made by Ms. Creager and seconded by Dr. Hatfield to approve Mr. Singleton's application allowing him to sit for the CVT exam(s). Motion passed unanimously.

2. Board may review, discuss, and take action on veterinary license application from:

a. Todd Pavek

- At 11:06am, a motion was made by Ms. Creager and seconded by Ms. Frost to go into executive session for legal advice. Motion passed unanimously.
- At 11:15am, the Board entered back into open session.

Dr. Pavek was present telephonically, made statements and answered questions. After further discussion and consideration, a motion was made Dr. Hatfield and seconded by Ms. Young to approve Dr. Pavek's veterinary application allowing him to sit for the exam. Motion passed unanimously.

b. Derek Osterheld

After discussion and consideration, a motion was made by Dr. Hatfield and seconded by Ms. Young to approve Dr. Osterheld's veterinary application allowing him to sit for the exam. Motion passed unanimously.

c. Kira Zerkel

After discussion and consideration, a motion was made by Ms. Creager and seconded by Ms. Young to approve Dr. Zerkel's premise application allowing her to sit for the exam. Motion passed unanimously.

3. Board may review, discuss, and take action on additional information submitted for request for Continuing Education approval.

a. Veterinary Cancer Society

After discussion and consideration, a motion was made by Dr. Bertch-Mumaw and seconded by Ms. Young to approve 11.5 hours of continuing education and 16.5 hours for the first 20 registrars as noted in the submittal, for the Veterinary Cancer Society. Motion passed unanimously.

4. Board may review, discuss, and take action on denial of certification for veterinary technician applicants who failed the VTNE and/or State exam. List available upon request.

Dr. Bertch-Mumaw was recused. After discussion and consideration, a motion was made by Ms. Creager and seconded by Ms. Young to deny certification for applicants who failed the VTNE and/or State Exam and appoint Ms. Whitmore to represent the Board if a settlement conference is requested, with her authority limited to denial. Motion passed 7 ayes, 1 nay.

5. Board may review, discuss, and take action on request for approval of continuing education.

a. Pitcairn Institute of Veterinary Homeopathy

After discussion and consideration, a motion was made by Mr. Loughhead and seconded by Dr. Bertch-Mumaw

b. Boehringer Ingelheim (Merial)

After discussion and consideration, a motion was made by Dr. Wright and seconded by Dr. Hatfield to pend this matter for a future Board meeting to obtain additional information regarding courses being offered. Motion passed unanimously.

6. Board may review, discuss, and take action on approval of veterinary technician certification pending receipt of certificate fee.

- a. Bienusa, Jessika
- b. Crouse, Taryn
- c. Glaze, Barbara
- d. Grantham, Coriene
- e. Hughes, Deslree
- f. Impellizzeri, Savanah
- g. King, Makayla
- h. Krick, Amy
- i. McNulty, Karina
- j. Samantha, Madrid
- k. Miller, Sydney
- l. Morrison, Kelly
- m. Morse, Jason
- n. Naylor, tiffany
- o. Ott, Mackenzie
- p. Pietrangeli, Alexandra
- q. Pullins, Joseph
- r. Rael, Yasmine
- s. Wheeler, Sonja
- t. Zetina, Allison

After discussion and consideration, a motion was made by Dr. Bertch-Mumaw and seconded by Ms. Young to approve the above veterinary technician certifications pending receipt of issuance fee. Motion passed unanimously.

7. Board may review, discuss, and take action on Change of Scope request to add surgical services for R2665 – Animal Healing and Wellness Clinic.

After discussion and consideration, a motion was made by Dr. Bertch-Mumaw and seconded by Dr. Wright to approve Change of Scope request for Animal Healing and Wellness Clinic pending inspection and compliance. Motion passed unanimously.

8. Board may review, discuss, and take action on correcting the record to reflect that Tatum Point Animal Hospital, as related to C-17-03, is owned by Grison-I, LLC rather than Legacy Vet.

After discussion and consideration, a motion was made by Dr. Bertch-Mumaw and seconded by Ms. Creager to correct the name on C-17-03 to Grison-I, LLC rather than Legacy Vet. Motion passed unanimously.

9. Board may review, discuss, and take action on American Veterinary Medical Association (AVMA) Telemedicine final report.

Ms. Whitmore updated the Board on American Veterinary Medical Association (AVMA) Telemedicine final report. No action taken.

10. Board may review, discuss, and take action on Arizona Department of Health Services Health Regulatory Board Analysis.

Ms. Whitmore updated the Board on Arizona Department of Health Services Health Regulatory Board Analysis. No action taken.

11. Board may review, discuss, and take action on Executive Order 2017-02.

Ms. Whitmore updated the Board on Executive Order 2017-02. No action taken.

12. Board may review, discuss, and take action on fiscal year 2019 proposed budget submission and Arizona Integrated Planning System (AZIPS) report.

MS. Whitmore updated the Board on fiscal year 2019 proposed budget submission and Arizona Integrated Planning System (AZIPS) report. No action taken.

13. Board may review, discuss, and take action on Sunset Review factors report.

Ms. Whitmore updated the Board on the Sunset Review factors report. No action taken.

14. Board may review, discuss, and take action on information from stakeholder group meeting held by Senator Brophy-McGee regarding animal trainers and animal welfare.

No action taken.

15. Board may review, discuss, and take action on legislative update.

- a. HB2186 – website reporting for agencies
- b. HB2271 – military training/experience equivalency for applicants
- c. HB2290 – provisional licenses - convictions
- d. HB2372 – fee waivers
- e. HB2515 – Board member fingerprinting requirements
- f. SB1055 – expedited rulemaking
- g. SB1072 – rule challenges
- h. SB1078 – electronic/digital signatures
- i. SB1084 – public record retention laws/electronic records
- j. SB112 – contract lobbyist prohibition
- k. SB1437 – Governor's Regulatory Review Council processes
- l. SB1452 – pending complaints, Board terms, audio recordings, contracts, investigation time limits, reimbursements

Ms. Krishna went over the above legislative updates. No action taken.

16. Board may review, discuss, and take action on veterinary license reinstatement application submitted by Donald Otten, DVM.

Dr. Otten was present, made statements and answered questions.

- At 9:08am, a motion was made by Dr. Wright and seconded by Dr. Bertch-Mumaw to go into executive session for legal advice. Motion passed unanimously.
- At 9:15am, the Board entered back into open session.

After discussion and consideration, a motion was made by Dr. Wright and seconded by Dr. Hatfield to reinstate Dr. Otten's license. Motion passed unanimously.

After further discussion and consideration, a motion was made by Ms. Frost and seconded by Dr. Hatfield to open a case to issue Dr. Otten a Letter of Concern regarding to adherence to licensing and address change requirements. Motion passed 7 ayes, 1 nay.

17. Board may review, discuss, and take action on reappointment of Ed Hunter, R.Ph to the Investigative Committee.

After discussion and consideration, a motion was made by Ms. Creager and seconded by Dr. Bertch-Mumaw to re-appoint Mr. Hunter to the Investigative Committee. Motion passed unanimously.

18. Board may review, discuss, and take action on FY17 annual Governor's Report.

After discussion and consideration, a motion was made by Dr. Bertch-Mumaw and seconded by Ms. Young to approve the FY17 annual Governor's Report. Motion passed unanimously.

19. Board may review, discuss, and take action on draft scope of work for agency Monitored Aftercare Treatment Program solicitation.

Ms. Whitmore updated the Board regarding the Monitored Aftercare Treatment Program solicitation. No action taken.

20. Board may review, discuss, and take action on results of August 2017 Certified Veterinary Technician exam and past year's data.

Ms. Whitmore updated the Board regarding the results of August 2017 CVT exam and past year's data. No action taken.

21. Board may review, discuss, and take action on veterinary license pending receipt of issuance fee.

- a. Omar Gonzalez Cintron (R)
- b. Ashley Kelley (R)
- c. Sarah Morar (R)
- d. Kandice Runyon (R)
- e. Bailey Smith (R)

After discussion and consideration, a motion was made by Dr. Bertch-Mumaw and seconded by Ms. Creager to approve the above veterinary licenses pending receipt of issuance fee. Motion passed unanimously.

22. Board may review, discuss, and take action on information received regarding Maricopa County Animal Care and Control.

No action taken.

23. Board may review, discuss, and take action on report of American Association of Veterinary State Board's Annual Meeting.

No action taken.

24. Board may review, discuss, and take action on meeting with Arizona Veterinary Medical Association including planning for future meeting with licensees and possible legislative action requests.

Ms. Emily Kane and Dr. Patterson from the AzVMA were present, made statements and answered questions. No action taken.

25. Executive Director report

a. FY17 financial report

Ms. Whitmore reviewed the FY17 year-end financial reports.

b. Financial Impact of HB2372 – fee waivers

Ms. Whitmore reported on projected revenue loss due to license/certificate application and issuance waivers.

c. Investigative Committee member update

Ms. Whitmore reported that there will be an opening in early 2018 for a veterinarian member on the Committee. Efforts will begin to publicize this opening.

VI. REVIEW AND APPROVAL OF MINUTES

a. June 21, 2017 Regular Session

Tabled for a future Board meeting.

b. June 21, 2017 Executive Session

Tabled for a future Board meeting.

c. July 19, 2017 Regular Session

Tabled for a future Board meeting.

d. July 19, 2017 Executive Session #1

Tabled for a future Board meeting.

e. July 19, 2017 Executive Session #2

Tabled for a future Board meeting.

f. August 16, 2017 Regular Session

After discussion and consideration, a motion was made by Dr. Bertch-Mumaw and seconded by Dr. Hatfield to approve the August 16, 2017 regular session minutes. Motion passed 6 ayes, 2 absent.

g. August 16, 2017 Executive Session #1

After discussion and consideration, a motion was made by Dr. Bertch-Mumaw and seconded by Dr. Hatfield to approve the August 16, 2017 executive session #1 minutes. Motion passed 6 ayes, 2 absent.

h. August 16, 2017 Executive Session #2

After discussion and consideration, a motion was made by Dr. Bertch-Mumaw and seconded by Dr. Hatfield to approve the August 16, 2017 executive session #2 minutes. Motion passed 6 ayes, 2 absent.

VII. CONSENT AGENDA

A. Approval to take State Veterinary Exam

1. Butler, Jarrod (E)
2. Hildabrand, Annette (S)
3. Murtagh, Meredith (E)
4. Smith Christopher (R)
5. Vandenberg, Hunter (R)
6. Bigelow, Hannah (R)
7. Ebarb, Jennifer (R)
8. Ford, Sara (S)
9. Iman, Daina (R)
10. Ko, Pamela (E)

Approval to take the State Veterinary Exam granted.

B. Approval of Premise Licenses

1. R2897: My Pet's Dentist. New Premise. Adriana Stinnett, DVM
2. R2899: Dignity Veterinary Hospital. New Premise. Shereen Masaih, DVM
3. R2900: Arizona Avenue Animal Clinic. New Ownership/New Responsible Veterinarian. Christina Phillip, DVM
4. R2901: Humane Society of Sedona. New Responsible Veterinarian. Katrina Vanesian, DVM
5. R2902: Kellie Shamrell DVM Veterinary Hospital/Danza Del Sol. New Premise. Kellie Shamrell, DVM

B (1), (2) and (3), Removed from Consent Agenda.

Approval of Premise Licenses granted.

C. Approval of Reinstatement of Veterinary Technician Certification

1. Logan, Susan

Approval of Restatement of Veterinary Technician Certification granted.

D. Approval to take Veterinary Technician Exam(s)

1. Studer, Barb
2. Christensen, Amanda

Approval to take Veterinary Technician Exam(s) granted.

E. Approval of Temporary Permit(s)

1. Smith, Christopher
2. Ebarb, Jennifer

3. Ford, Sara
4. Iman, Daina
5. Ko, Pamela

E (2) removed from Consent Agenda.

Approval of Temporary Permit(s) granted.

F. Approval of Faculty Member License

1. Nickell, Jordan

Approval of Faculty Member License granted.

G. Approval of Veterinary License

1. Ashman, Elizabeth (R)
2. Boggs, Daniel (R)
3. Macon, Karty (E)
4. Pesqué, Adrien (R)
5. St. Peters, Julie (E)
6. Schwinkendorf, Nicole (R)
7. Varilek, Jennifer (E)
8. Whetstone, Lisa (E)

Approval of Veterinary Licenses granted.

H. Approval of Veterinary Technician Certification

1. Simpson, Calynn

Approval of Veterinary Technician Certification granted.

I. Premise Change of Scope Request

1. R2199. Complete Pet Care. Add Mobile Unit. Cinda Rajkovic, DVM

Approval of Premise Change of Scope Request granted.

After discussion and consideration, a motion was made by Dr. Wright and seconded by Dr. Bertch-Mumaw to approve the Consent Agenda as amended. Motion passed 6 ayes, 2 absent.

Items Removed From Consent Agenda

B (1) R2897: My Pet's Dentist. New Premise. Adriana Stinnett, DVM

B (2) R2899: Dignity Veterinary Hospital. New Premise. Shereen Masaih, DVM

B (3) R2900: Arizona Avenue Animal Clinic. New Ownership/New Responsible Veterinarian. Christina Phillip, DVM

After discussion and consideration, a motion was made by Dr. Wright and seconded by Dr. Bertch-Mumaw to approve pending inspection and compliance. Motion passed 6 ayes, 2 nays.

VIII. SUMMARY OF CURRENT EVENTS

No summary of current events.

IX. CALL TO PUBLIC

No member of the public wished to speak.

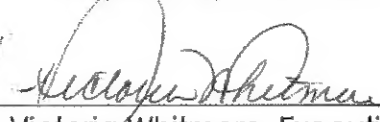
X. ESTABLISHMENT OF FUTURE MEETING DATE

The next regular meeting will be held on **Wednesday, October 20, 2017** beginning at 8:30 a.m. at 9535 E. Doubletree Ranch Road, Board Room, Scottsdale, Arizona 85258.

XI. ADJOURNMENT

The meeting adjourned at 3:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Victoria Whitmore", is written over a horizontal line.

Victoria Whitmore, Executive Director